



DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

SUBJECT DONATION TRUST ACCOUNT	POLICY NO. 409.1	EFFECTIVE DATE 10/1/89	PAGE 1 of 1
APPROVED BY: original signed by: ROBERTO QUIROZ Director	SUPERSEDES 400 3/29/88	ORIGINAL ISSUE DATE 3/29/88	DISTRIBUTION LEVEL(S) 1

PURPOSE

- 1.1 To confirm established Department of Mental Health (DMH) policy and define detailed procedures for the DMH Donation Trust Account which conform to audit recommendations and relevant established County policies.

POLICY

- 2.1 The DMH shall develop and implement procedures for the DMH Donation Trust Account which conform to audit recommendations and relevant established County policies.

PROCEDURE

- 3.1 For a complete detailed breakdown of procedures, please refer to the Financial Services Policy and Procedures Manual, Section (FS 3) listed below:

FS	3	Donation Trust Account Procedures.....	1
	3.1	Receipt of Donations.....	4
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AUTHORITY

Los Angeles County Fiscal Manual, Section 2
Subsidiary Manual: DMH Financial Services Policy and Procedures